

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

14 October 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-125

POSITION: Logistics Management Specialist (D1377000) (GS-0346-07/09) EXCEPTED POSITION

LOCATION: 101st Maintenance Operations FLT, Bangor, Maine

SALARY RANGE:

\$39,570 to \$51,437 per annum **GS-07**

\$48,403 to \$62,920 per annum **GS-09**

CLOSING DATE: 28 October 2015

AREA OF CONSIDERATION:

Area I – All Permanent and indefinite Enlisted (**E7 and below**) Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MEANG positions.

Area II – All Enlisted (**E7 and below**) members of the Maine Air National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, training, and/or education which demonstrates judgment, analytical ability, and skill in dealing with others in person-to-person work relationships.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 level or twenty-four (24) months experience for the GS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of budget principles, practices, and methods and how they relate to logistics.
2. Knowledge of logistics regulations and operating procedures.
3. Knowledge of the organization and functions of areas involved in providing logistical support.
4. Skill in integrating the actions of support activities to meet program goals.
5. Knowledge of various logistics plans, programs, and training.
6. Skill in effective written and oral communication.

GS-09

1. Knowledge of, and skill in applying, all phases of the budget process (i.e. formulation, justification, and execution)
2. Knowledge of logistics operating funds and Operations and Maintenance (O&M) funds for Depot Level Repairables (DLRs).
3. Skill in analytical reasoning to identify, analyze, and conceptualize budget problems and develop alternative solutions.
4. Knowledge of logistics management principles, organizational theory, and techniques of analysis and evaluation.
5. Skill in integrating the actions of two or more specialized support activities for the purpose of meeting program goals.
6. Ability to control and coordinate various plans and programs involving aircraft logistics (i.e. mobility, contingency, facility management, and maintenance manning).

COMPATIBILITY CRITERIA: 2R1XX, 8U000 **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any

other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Classification)

DUTIES:

This position is located within a National Guard aircraft logistics organization. Its purpose is to control and coordinate various plans and programs involving aircraft logistics to include mobility, contingency, financial and facility management, and maintenance manning; and to accomplish budget formulations, and execution evaluations of logistics operating funds and Operations and Maintenance (O&M) funds for Depot Level Repairables (DLRs).

-- Serves as a consultant and authority to the Logistics Chief. Reviews all mobility, contingency, Emergency War and exercise plans affecting logistics and evaluates requirements in relation to capabilities and tasking. Performs studies, provides analyses, and makes recommendations. Reviews the logistics division portion of classified plans for full compliance with security regulations and policies to ensure that security compromise does not exist.

-- Writes and edits local instructions concerning the position's area of responsibility. Develops and maintains the logistics portion of base mobility plans and other plans and submits plans to base logistics specialist.

-- Meets with the logistics chief, staff members, and supervisors to inform of requirements, tasks and changes as they occur, and advises personnel of their responsibilities. Controls and monitors the development, negotiation and coordination of host-tenant and inter-service support agreements. Controls and monitors all mobility training to ensure that tasked personnel receive appropriate training such as load planning, palletizing, cargo courier responsibilities, hazardous cargo preparation, etc. Recommends personnel for assignment to mobility positions. Serves with the logistics chief, or as an official representative or as a member of a planning committee, with mobility, contingency, military exercises and various other plans.

-- Formulates the annual logistics operating budget and DLR O&M budget for the logistics division for inclusion in the base financial plan. Issues guidance to, and coordinates with logistics production chiefs in the development of quarterly and annual logistics operating budgets and DLR O&M budget estimates. Reviews, edits, and consolidates the logistics operating budget and DLR O&M budget estimates for the logistics organization. Prepares or edits narrative justifications for projected funding needs to the Comptroller Division.

-- Plans and anticipates allotment of logistics operating funds and DLR O&M funds for the logistics organization. Analyzes budgetary relationships and develops recommendations for budgetary actions for logistics programs and specific functions. Evaluates trends and operating costs which are used to project future commitments and obligations. Monitors the use and rate of expenditures of logistics operating and DLR O&M funds through continuing dialogue with logistics production chiefs and review of written documents and records.

-- Analyzes logistics operating and DLR O&M funding provided and ensures quarterly allotment to maintenance is adequate to meet projected requirements. Prepares, justifies, and submits unfunded and unprogrammed requirements through the logistics chief to the Financial Management Board. Performs

in-depth, rigorous analysis of logistics operating and DLR O&M budget requests received from the logistics production supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding.

- Controls the workday accounting program for logistics and tracks usage and requirements for the fiscal year. Makes recommendations to the logistics chief. Uses the Core Automated Maintenance System (CAMS) computer and/or a personal computer (PC) to accomplish these and other related tasks.

- Controls and monitors logistics manning authorizations and personnel assignments for civilian and military personnel. Controls and monitors the operation and logistics of the personnel subsystem of the CAMS. Advises on manning and personnel assignments, changes, needs and problem areas. Monitors, maintains, and coordinates updates to the Unit Manning Document (UMD). Responsible for all actions concerning personnel readiness to include developing personnel operating procedures for mobility. Advises the logistics division chief when manpower authorizations appear unbalanced based on analytical and statistical studies.

- Monitors the logistics security program to include tracking the issuance of security clearances, establishment of special security clearances, and establishment of special security. Writes and edits logistics security regulations and operating instructions; and provides security requirement assessment for various logistics sections and programs.

- Controls the facilities management program in the logistics division. Serves as liaison to civil engineering regarding facilities logistics, repair and renovation. Performs annual surveys of facilities, analyzes requirements and problems, and makes recommendations. Coordinates with the logistics functional areas and civil engineering regarding the development of plans for construction and modification.

- Reviews logistics mobility equipment lists and personnel rosters. Reviews personnel readiness folders and/or ensures that the responsible supervisor accomplishes required reviews. Controls, and coordinates palletizing, packaging and marking of mobility equipment and supplies for adherence to regulations.

- Performs other duties as assigned.